

INFORMATION & INSTRUCTIONS - MORTGAGE SOLICITOR

Access this form via website at: www.hawaii.gov/dcca/areas/pvl

APPLICATION FORM

Type or print legibly in black ink and sign the application. Answer all questions. Any misstatement is grounds for refusal or subsequent revocation of license. Incomplete and/or irregular applications will not be accepted. Applicants are subject to requirements in effect at time of filing.

- **Failure to provide all the requested information will delay the processing of your application.**

FEES

Attach the appropriate fee. Make check payable to: Commerce and Consumer Affairs.

If applying for licensure in an odd-numbered year, pay \$145
(Appl Fee - \$25*, License Fee - \$25, CRF - \$70, 1/2 renewal - \$25)

If applying for licensure in an even-numbered year, pay \$85**
(Appl Fee - \$25*, License Fee - \$25, CRF - \$35)

* Application fee is not refundable.

** Subject to renewal by December 31, even-numbered years.

Note: One of the numerous legal requirements that you must meet in order for your new license to be issued is the payment of fees as set forth in this application. You may be sent a license certificate before the check you sent us for your required fees clears your bank. If your check is returned to us unpaid, you will have failed to pay the required licensing fee and your license will not be valid, and you **may not** do business under that license. Also, a \$15.00 service fee will be charged for checks which are returned by the bank.

If for any reason you are denied the license you are applying for, you may be entitled to a hearing as provided by Chapter 91, Hawaii Revised Statutes, and Title 16, Chapter 201, Hawaii Administrative Rules. Your written request for a hearing must be directed to the agency that denied your application, and must be made within 60 days of notification that your application for a license has been denied.

DESIGNATED PRINCIPAL

To be licensed as a Designated Principal mortgage solicitor, you will need to complete another application **IN ADDITION** to this application for Mortgage Solicitor (MB-02). The following are required:

1. Complete Application for – Designated Principal Mortgage Solicitor (MB-13).
2. **Attach** Experience Certificate (MB-03) and **\$25 application fee.**

Contact our office or you may download forms from our website at: www.hawaii.gov/dcca/areas/pvl.

If applying for licensure between January 1, odd-numbered year,
to December 31, odd-numbered year, pay \$195
(Appl Fee - \$25*, License Fee - \$50, CRF - \$70, 1/2 renewal - \$50)

If applying for licensure between January 1, even-numbered year,
to December 31, even-numbered year, pay \$110
(Appl Fee - \$25*, License Fee - \$50, CRF - \$35)

PROGRAM'S ADDRESS

Mail all required items to:

Mortgage Brokers and Solicitors
DCCA, PVL Licensing Branch
P.O. Box 3469
Honolulu, HI 96801

or

Deliver to office location at:

335 Merchant St., Room 301
Honolulu, HI 96813
Phone: (808) 586-3000

LAWS

To obtain a copy of the Mortgage Broker and Solicitors law, Chapter 454, Hawaii Revised Statutes, send a written request to the address above. Chapter 436B, Hawaii Revised Statutes, the Professional and Vocational Licensing Act should be read in conjunction with Chapter 454.

The law is also posted on our website at: www.hawaii.gov/dcca/areas/pvl. Click on "Mortgage Brokers and Solicitors". Then click on the yellow box, "Statute/Rule Chapter", on the right.

BIENNIAL RENEWAL

A mortgage solicitor license, regardless of issuance date, is renewable biennially on or before December 31 of each even-numbered year. Failure to renew license (payment of fees and completed renewal application form) on or before December 31, even-numbered year shall constitute an automatic forfeiture of license.

(CONTINUE ON BACK)

**ABANDONED
APPLICATION**

Pursuant to HRS § 436-9 your application shall be considered abandoned and shall be destroyed if you fail to provide evidence of continued efforts to complete the licensing process for two consecutive years. The failure to provide evidence of continued efforts includes but is not limited to: (1) failure to submit any required information and documents requested by the licensing authority within two consecutive years from the last date the documents and information were requested, or (2) failure to complete any additional requirements for licensure that remain after the approval of your application, such as attempting to complete an exam requirement, within two consecutive years from the date your application, such as attempting to complete an exam requirement, within two consecutive years from the date your application was approved, or (3) failure to provide the licensing authority with any written communication during two consecutive years indicating tat you are attempting to complete the licensing process. If an application is deemed abandoned the applicant shall be required to reapply for licensure and comply with the licensing requirements in effect at the time of the reapplication.

APPLICATION FOR LICENSE - MORTGAGE SOLICITOR

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Legal Name (First, Middle)	(LAST)	FOR OFFICE USE ONLY	Effective Date	License No. MS-
Residence Address (Include Apt. No., City, State, and Zip Code)				MB-
Mailing Address (ONLY if different from residence)				
Social Security No.	Phone No. (days)			

Circle or underline answers. Explain as needed.

- 1) Are you at least 18 years of age? YES NO
- 2) Are you a U.S. citizen, a U.S. national, or an alien authorized to work in the United States ? YES NO
- 3) Have you ever used any other name(s)? YES NO
If so, what name(s)? _____
- 4) Have you ever held a mortgage broker or solicitor license? YES NO
(Type/Lic No: _____, Status: _____, State: _____)
- 5) Have you ever held any other license(s)? YES NO
(Type/Lic No: _____, Status: _____, State: _____)
- 6) Have you ever had any license suspended, revoked, or otherwise subject to disciplinary action? YES NO
- 7) Have you ever been employed by any business whose license was suspended, revoked or otherwise subject to disciplinary action? YES NO
- 8) In the past 20 years, have you ever been convicted of a crime in which the conviction has not been annulled or expunged? YES NO
- 9) Have you ever had or are there any pending lawsuits, judgments, tax liens, or any other liens against you? YES NO
(If response is "yes" to Questions 6, 7, 8, 9, provide details on a separate sheet and attach documentation from the proper authorities.)

APPLICANT CERTIFICATION:

I hereby certify that I shall engage in the business of mortgage solicitor only for the licensed mortgage broker who is designated on this application. I also certify that the statements, answers and representations made on this application are true and correct. I understand that any misrepresentations is grounds for refusal to grant or subsequent revocation of license and is a misdemeanor (Section 710-1017, Sections 436B-19, and 454-4, Hawaii Revised Statutes.

_____ Date

_____ Signature of Applicant

EMPLOYER CERTIFICATION:

It is hereby certified that the person named on this application will be employed by the undersigned, who is duly licensed to engage in the business of mortgage brokerage in the State of Hawaii.

I certify that upon termination of the applicant from my employment, I will immediately return the mortgage solicitor's license to the applicant.

Signature of Designated Principal Mortgage Solicitor

Name of Employer

Print Name

Business Address of Employer on record

Date _____ License No. MS-

License No. MB- MBB-

Phone No. () _____

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

DPMS: Appl 416 \$25
Lic 415 \$50
CRF 418 \$35/\$70
½ Renewal 413 \$50
Service Fee BCF \$15

\$195/\$110

MS: Appl 416 \$25
Lic 415 \$25
CRF 418 \$35/\$70
½ Renewal 413 \$25
Service Fee BCF \$15

\$145/\$85